



Immigration, Refugees  
and Citizenship Canada

Immigration, Réfugiés  
et Citoyenneté Canada

Assistant Deputy  
Minister  
Corporate Services

Sous-ministre  
adjointe  
Services ministériels

Ottawa K1A 1L1

F-1175185

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**MEMORANDUM TO THE DEPUTY MINISTER AND THE ASSOCIATE DEPUTY MINISTER**

**CHANGE OF REPORTING RELATIONSHIP OF AN EXECUTIVE LEVEL POSITION  
IN THE TRANSFORMATION AND DIGITAL SOLUTIONS SECTOR**

**FOR APPROVAL**

**SUMMARY**

- The purpose of this memorandum is to seek your approval for an executive classification action to formalize the structure of the Digital Strategy (DS) Branch, now that the Director General (DG) position for the Branch has been created.
- The existing EX-01, Director, Information Management (IM) position previously reporting to the EX-03, DG, Major Initiatives (floater) position, will now report to the classified position of DG, DS, effective April 15, 2021.
- We recommend you approve this action by checking the “I concur” box; signing this memorandum and the attached Expanded Position Action Report (EPAR) (Annex A); and returning all documents to the Human Resources Branch (HRB) by May 11, 2021.

**BACKGROUND:**

- In April 2019, the DS Branch was created to provide specific Information Management and Information Technology (IM/IT) expertise, as well as directional guidance for areas including information architecture, enterprise architecture, data, cloud computing, analytics, innovation and experimentation leveraging technology.
- Since its creation, leadership for this Branch has been assumed by Omar Subhani by means of a floater position, pending the creation of a classified DG position through the Deputy Minister's approval. Said position was subsequently approved and created, and Omar Subhani was deployed to the position effective February 8, 2021.

## **CURRENT STATUS:**

- Now that the DG, DS position has been stabilized, approval is being sought for the change in reporting relationship for the EX-01 position of Director, IM from the DG, Major Initiatives (floater) position to the newly created DG, DS position, which will finalize the implementation of the current senior management structure of the Branch.
- Given Allain Lauzon, the substantive incumbent of the Director, IM position, is assigned to the role of Director, Innovation within the DS Branch, the functions of the Director, IM position have been filled temporarily via acting by Richard Gallo, a substantive AS-06 Manager within the Branch, since May 4, 2020. A file is currently routing for the retroactive non-advertised indeterminate appointment of Richard to this position, effective April 1, 2021.
- Senior management is working with classification on creating a classified EX-01 position of Director, Innovation. Once completed, Allain would be deployed to the new position, thus resolving the double bank with Richard in Director, IM.

## **CONSIDERATIONS**

- HRB will work closely with management to review the job description of the EX-01, Director, IM position within the next year, given it will be affected by significant changes (including but not limited to mandate, organizational structure, reporting relationship), in accordance with the Treasury Board Secretariat *Directive on Executive (EX) Group Organization and Classification*.
- The DG, DS already has, as subordinate positions, an EX-02, Senior Director, Digital Platform Modernization and several CS-05 Director positions.

## **RESOURCE IMPLICATIONS:**

- This change of reporting relationship will not result in an increase of the total number of classified executive positions in the Department. As of April 15, 2021, classified EX positions at IRCC represent 2.14% of total positions at IRCC (182 of 8501 IRCC positions).

## **RECOMMENDATIONS:**

- We recommend you approve this action by checking the “I concur” box; signing this memorandum and the attached EPAR (Annex A); and returning all documents to HRB by May 11, 2021.

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**NEXT STEPS:**

- Once you have signed the EPAR, the change of reporting relationship will be officially completed.
- As per the Treasury Board of Canada Secretariat's *Directive on Executive (EX) Group Organization and Classification*, the job description for the EX-01 position of Director IM will be reviewed within one year of the change in reporting relationship.

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Holly

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FlowersCode, Holly  
Date: 2021.05.04 18:56:22  
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Holly Flowers Code

☐ I concur

☐ I do not concur

☐ I concur

☐ I do not concur

Caroline Xavier  
Associate Deputy Minister

Catrina Tapley  
Deputy Minister

Annex A: EPAR

Government of Canada / Gouvernement du Canada  
EXPANDED POSITION ACTION REPORT  
RAPPORT ÉTENDU - ACTIONS SUR LES POSTES

Page 1  
Date 15/04/2021  
Time/Heure 13:44:06

Report ID: GC7PM015

AS OF DATE / EN DATE DU : 2021-04-15

Position / Poste : 00101225 Dir., Information Management

----- P o s i t i o n I n f o r m a t i o n / D o n n é e s s u r l e p o s t e -----  
Effective Date / Date effet : 2021-04-15  
Action Reason / Motif action : REO Re-Organization (L) / Remaniement (L)  
Abolish by/End of Term / Proch. rév./abolition :  
Business Unit / Entité : CNADM Canada Administration / Administration du Canada  
Job Code / Code emploi : 504107 Dir., Information Management / Directeur, Gestion de l'info.  
Reg/Temp / Permanent/temp. : R Regular / Permanent  
Full/Part Time / Temps plein/partiel : F Full-Time / Temps plein  
Location / Emplacement : 91 Ottawa - JETN - 300 Slater St. / Ottawa - JETN - 300 rue Slater  
Geographic Location / Lieu géographique : 3506008 OTTAWA  
Department / Service : 8299 TDSS DS IAMC Director IM / STSD DGSN GAI Dir Gest l'info  
Reports To / N° poste responsable : 00520286 DG, Digital Strategy  
Security / Sécurité : 4 Secret / Secret  
Applied By ID / Appliquée par (Id) : 509678 Catrina Tapley  
Applied By Date/ Appliquée par (Date) : 2021-04-15  
Remarks / Commentaires : Change in Reporting Relationship. Applied by JH action #70032.

----- D e c i s i o n I n f o r m a t i o n / D o n n é e s s u r l a d é c i s i o n -----  
Decision # / N° décision : 0000104179 Effective Date / Date effet : 2009-11-01  
Class Code / Code classification : EX 01  
Function / Fonction : L Other / Autre  
Eval Process / Processus évaluation : 01 Position evaluated without cla / Poste évalué sans recours à un  
Posn Class Auth / Autor. classif. poste : 9 Deputy Heads/Heads of Agencies / Admin gén/Dir de l'organisme  
Class Accred # / N° accréd. classif. : DMCLNY Neil Yeates  
Class Auth Dt / Date autor. classif. : 2009-12-15  
Next Review Dt / Date proch. rév. : 2014-12-15  
Remarks / Commentaires : Review and update

----- F a c t o r C o d e C o o r d i n a t e P o i n t s / C o d e f a c t e u r C o o r d o n n é e s P o i n t s -----  
Factor Coordinate Points / Coordinate Coordinate  
Code Description / Description Coordonnées Points  
Facteur Coordonnées Points  
01 Know-How / Savoir-faire FII3 C 460  
02 Problem Solving/Thinking / Solution de problèmes/La réflexion F450 R 230  
03 Accountability/Decision Making / Finalité/Prise de décisions E3P A 230  
Total Coordinate Points / Total des points des coordonnées 920  
Supervisory Factor / Facteur surveil.: X

----- S t a f f R e l a t i o n s / R e l a t i o n s d e t r a v a i l -----  
Designation / Désignation : 0 Position not essential / Poste non essentiel  
Proposed / Proposé : N Effective Date / Date effet : 2000-04-14  
Exclusion / Exclusion : 42 EX Group or name equivalent / Groupe EX ou l'équiv. de nom  
Proposed / Proposé : Effective Date / Date effet : 2018-06-07

----- O f f i c i a l L a n g u a g e s / L a n g u e s o f f i c i e l l e s -----  
Effective Date / Date effet : 2009-11-01  
Lang. Req. Posn / Exigences ling. poste : 1 Bilingual / Bilingue  
Imp. St. Ind. / Ind. dot. impér. : 3 Indispensable Bilingual Posn / Poste bilingue indispensable  
Office Code / Code bureau :

|  | English / Anglais    | French / Français     |
|--|----------------------|-----------------------|
| Reading / Lecture                      | C                    | C                     |
| Writing / Écrit                        | B                    | B                     |
| Oral / Oral                            | C                    | C                     |
| Com. Serv. Public / Services au public | 0 Not required       | / Non requis          |
| Com. Pers. Serv. / Services personnels | 0 Not required       | / Non requis          |
| Com. Cent. Serv. / Services centraux   | 1 English and French | / Anglais et français |
| Com. Supervisory / Superviseurs        | 1 English and French | / Anglais et français |
| Com. Grievance / Griefs                | 1 English and French | / Anglais et français |
| Com. Other / Autres                    | 1 English and French | / Anglais et français |

----- D e l e g a t i o n / D é l é g a t i o n -----  
Effective Date / Date effet :  
HR Delegation Level / Niveau délégation des RH : /  
Effective Date / Date effet :  
FIN Delegation Level / Niveau délégation fin : /

End of Report

Tapley,  
Catrina

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Tapley, Catrina  
Date: 2021.05.05  
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Approved/Approuvé: Deputy Minister/Sous-ministre, Catrina Tapley

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